



## HOW TO PROCESS A REZONE REQUEST

The zone change application process, also called rezoning or reclassification, is a discretionary decision-making review procedure that involves a land use regulation change or amendment from one district or zone to another district or zone.

- Step 1      Contact the County Department of Planning and Land Use  
5201 Ruffin Road, Suite B  
Zoning Counter (858) 565-5981  
San Diego, California 92123
- Step 2      Obtain the application package.
- Step 3      Schedule a pre-application conference with a Planner in the Current Planning Division,  
(858) 694-3684 (recommended).
- Step 4      Prepare the application in accordance with the instructions in the application and  
information provided by the staff at the Zoning Counter. Schedule an appointment to  
file the application with Zoning Counter staff.
- Step 5      After filing, the Resource Planning Division of the Department of Planning and Land Use  
will make an environmental determination within 30 calendar days based on the  
requirements of the California Environmental Quality Act. The proposed environmental  
document will be subject to a minimum public review period of 15 and a maximum of 45  
calendar days.

***Note: The applicant or any interested party may appeal the environmental determination as part of the public hearing consideration of the rezone.***

- Step 6      The Planning Commission will hold a public hearing at which testimony may be taken.  
The Planning Commission hearing may result in one of the following:
- a.      Denial of the application. The decision is final and effective immediately unless a request for reconsideration is made to the Board of Supervisors. Contact the Project Manager for further information.
  - b.      Transmittal to the Board of Supervisors of a recommendation to grant the requested rezone. A final decision will be rendered by the Board of Supervisors.
  - c.      Transmittal to the Board of Supervisors of a recommendation to conditionally grant the requested rezone. A final decision will be rendered by the Board of Supervisors.

- d. A request to the Board of Supervisors for reconsideration of the Planning Commission denial decision will occur only if the applicant or their representative is dissatisfied with the Planning Commission's denial decision. Such request for reconsideration must be made in writing within 40 calendar days of the Planning Commission decision. There is no fee required. Contact the Project Manager for further information.

Step 7. The Board of Supervisors action on the application or appeal is final and completes the rezone request processing steps which will result in one of the following:

- a. Denial of the application. The decision is final and effective immediately.
- b. Approval, by ordinance, of the rezone as recommended by the Planning Commission. The approving ordinance will be effective 30 calendar days after such action.
- c. Approval by ordinance of a rezone to include such conditions as recommended by the Planning Commission.